



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Librarian I (Adult)
Posting Number	PN# 103424
Department	Library Department
Division	Northwest District
Section	Collier Branch*
Reporting Location	6200 Pinemont*
Workdays & Hours	Rotating Shift*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Serves as Acting Branch Manager in the absence of the Manager. Responsible for providing reference and readers' advisory services. Demonstrates knowledge of branch library collections, including electronic databases. Assists in collection development, including evaluation, selection, weeding & marketing of materials. Assists with branch public relations, programs & outreach services; demonstrates awareness of community needs; identifies target groups. Prepares, records, and submits a variety of reports in a timely manner. Performs other duties as assigned. Demonstrates knowledge of system policies & procedures.

**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to input/access information. Position requires stooping, bending, and light lifting up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

**OR**

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

**MINIMUM EXPERIENCE REQUIREMENTS**

See above

**MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit. Position requires stooping, bending and lifting up to 20 pounds. Bilingual (Spanish & English) preferred, but not necessary.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 16  
\$946 - \$1279 Biweekly    \$24,596 - \$33,254 Annually

**OPENING DATE**

March 16, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. TDD Phone Number 713-837-9496. **First consideration will be given to those applications with a resume attached.** Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer